

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2013-22**

OPEN TO IN-HOUSE/EXTERNAL APPLICANTS

POSITION: COOK (**TEMPORARY POSITION**)
OPENING DATE: April 12, 2013
CLOSING DATE: April 22, 2013
DEPARTMENT: Public Safety/Police Department
SALARY RANGE: NE-3; \$18,242 - \$23,712

Position Summary:

Under direct supervision of the Detention Supervisor, plans and prepares nutritious, well-balanced meals. Maintains cleanliness of food preparation areas, kitchen, utensils, and equipment.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Plans and prepares well-balanced, nutritious meals and snacks according to established policies, procedures, and nutritional guidelines.
- Submits monthly food reports, daily meal counts, and food service reports on a timely basis.
- Orders food and foodservice related items to ensure that adequate supplies are available at all times.
- Ensures safety guidelines and other applicable procedures are applied in the food preparation and dining areas.
- Maintains a safe and healthy environment in accordance with established policies, procedures, and regulations.
- Washes and dries pots, pans, eating utensils, and other cooking equipment.
- Cleans and sanitizes kitchen and dining areas.
- Serves meals as required.
- Purchases food products as needed.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

Minimum Qualifications:

High School Diploma or GED plus one year food preparation experience; or equivalent combination of education and experience. Must obtain Food Handler's Card, CPR, and First Aid certifications after hire. Fluency in the Laguna language preferred. Must be able to successfully pass a pre-employment drug/alcohol screen and background investigation.

Knowledge, Abilities, Skills, and Certifications:

- Knowledge of traditional form of government and pueblo customs and traditions.
- Knowledge of the functions and structure of the Pueblo of Laguna.
- Knowledge of how to prepare well-balance and nutritious meals.
- Knowledge of proper and safe food handling, storage, and disposal requirements.
- Ability to communicate effectively in the English language, and preferably in the Laguna language, both verbally and in writing.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to safely operate various cooking equipment and kitchen appliances.
- Ability to work extended hours and various work schedules.
- Ability to work as a team member in a structured working environment.
- Ability to demonstrate excellence in everything, and continually seek improvement in results.
- Skill in preparing food for groups of people.
- Skill in handling sharp knives, and other cutting utensils.

- Must obtain and maintain Food Handler's certification.
- Must obtain First Aid and CPR certifications.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.
- All applicable documents must be received by the Human Resources Office no later than 4:30 pm (MST) on the closing date. Application packets may be submitted by one of the following methods:
 1. E-mail to POEmployment@lagunapueblo-nsn.gov;
 2. E-mail to mponcho@lagunapueblo-nsn.gov;
 3. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 4. Deliver to the Human Resources Office, 1 Industrial Parkway Loop; Mesita, NM
- For more information, contact Margaret Poncho, HR Generalist, at (505) 552-5799 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES